

ANNUAL CHILD CARE RATE SURVEY INSTRUCTIONS

The survey methodology has not changed much from the last year. The local agencies will again send the survey results to the state in electronic format instead of on paper. **To establish the most accurate rate possible, we strongly encourage at least an 80% return rate for the annual survey.** If an agency does not reach this goal, the agency must explain the reason for the low return rate.

The attached survey forms are to be used by local agencies to collect price information from licensed group and licensed family child care providers. **Use of the survey form is required.** Exemptions to its use may be granted if a local agency can document that using the survey form will create an undue burden on the agency's staff or workload. If it is necessary for your county to request such an exemption, please send your proposed survey instrument, along with the justifications for the exemption, to CCS for approval before you distribute the survey.

At the end of July, the DWD Child Care Section will email each county/tribal Child Care Coordinator an Excel spreadsheet that will include all licensed family and group providers in the county/tribe. Also, a set of mailing labels in Word format will be emailed to each agency. There is no need to contact Licensing for this information. Do not include providers located in surrounding states.

Excel Spreadsheet:

The spreadsheet for each county/tribe will include providers who meet the following criteria:

- Provider has either a family or a group license as of July 15, 2005.
- The program provides care to children ages 0-13 and provides full-time child care, at least 5 days a week and 5 hours per day. Others will be excluded.

The survey shall collect providers' current prices. Providers are required to submit printed verification of prices that are charged to private pay families.

Provider Information To Be Entered Onto The Spreadsheet

Include the provider information even if the provider indicates the following:

- Are funded by sources other than fees (e.g., Head Start, 51.437-funded).
- Do not offer open enrollment (e.g., employer-sponsored programs which serve only employees of the sponsor) that do not accept children of general public.
- Have less than 25% of slots paid by private pay families

Do not include providers on the spreadsheet if the provider:

- Only report an hourly rate. Please contact the provider to find out what was the average weekly amount that the provider received for a full-time child in each age group in the month of July 2005. If the provider can demonstrate a valid weekly price, and provide printed verification, then include the provider's information in the spreadsheet.

FREQUENTLY ASKED QUESTIONS ON RATE SURVEY

1. **If provider does not sign the survey form, should the county include the provider's prices in the spreadsheet?**

If the prices are well documented in printed format, the local agency should include the provider in the survey.

2. **If provider sends in the rates, but does not send the survey form. Should the provider's prices be included in the rate survey?**

If rates are well documented in **printed** format, not just written on piece of paper, the agency should include the provider's prices in the rate survey.

3. Provider sends a signed survey, but no written price list. Should the provider's prices be included?

No, this provider's prices should not be included. Request the provider to submit her/his prices in a written format.

MAXIMUM REIMBURSEMENT RATE CALCULATION

The DWD Child Care Section will enter information received from the local agencies into a database that will calculate the maximum rates. The Child Care Section will contact each agency with their approved rates by December 3, 2005.